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Staff and Branch Chiefs 5 December 1950

FOIAb3b1 Chief, [redacted]

Assignment of Parking Spaces at I Quarters

FOIAb3b1 1. Because of limited parking facilities at I Quarters, [redacted] has been granted only 20 parking spaces for the entire division.

2. In order to allocate these spaces in the most equitable manner possible the number of spaces indicated below has been assigned each Branch and Staff Section. Rank, type duties being performed, personal or physical reasons, and working hours have all been considered in the allocation.

a. Office of Chief - 6 spaces
b. Field Operations Staff - 1 space
c. Administrative Office - 4 spaces
d. Special Reports Branch - 7 spaces
e. Editorial Branch - 2 spaces

3. a. Informal investigation has determined that adequate parking space is available on streets adjacent to I Quarters until about 0800 hours daily.

b. No employee of this division will park in an official parking lot unless he has been specifically assigned space therein.

c. An employee no longer requiring an assigned space due to other arrangements for transportation, transfer, etc. will report such fact to his Branch or Staff Chief who will in turn report same to the Administrative Officer. The Administrative Officer will ascertain that the space is reassigned to another employee.

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